

# Farm Labor Contractor Registration

*To work as a farm labor contractor in Washington State, you must first get a Farm Labor Contractor License. This fact sheet explains how to get started and what you need to know to operate legally.*

## What is a farm labor contractor?

A farm labor contractor (FLC) is defined as any person, agency or subcontractor who, for a fee, recruits, solicits, employs, supplies, transports, or hires agricultural workers to perform any FLC activity. FLC activity includes:

- Growing, producing, or harvesting farm or nursery products.
- Reforestation of lands, including planting, transplanting, and thinning trees.
- Harvesting Christmas trees.

Washington State registers FLCs to ensure workers are paid. FLCs are insured and bonded by companies who understand the requirements for paying workers fairly. You must get and keep a current FLC license issued by Department of Labor & Industries (L&I) in order to perform any FLC activity.

## What is required to become a farm labor contractor?

In order to become an FLC, you must first get the following license, certificates, a bond and vehicle insurance:

- **Washington State Business License**  
Before you apply for an FLC license, you must get a Business License from the Washington State Business Licensing Service (BLS). BLS will issue a Uniform Business Identifier (UBI) number for your business. Apply online at [www.Business.wa.gov/BLS](http://www.Business.wa.gov/BLS) or call 800-451-7985 to get an application.
- **Washington State Farm Labor Contractor License**  
You must apply to the Department of Labor & Industries (L&I) for an FLC license. To apply, complete form F700-014-000, available at [www.Lni.wa.gov/FormPub](http://www.Lni.wa.gov/FormPub). (Type F700-014-000 into the Search box.)

Your FLC license must be renewed each year, and you must carry it with you at all times and show it to all workers and employers with whom you contract.

### ■ Registration Fee

Annual license fees are due at the time of application or renewal. Please make checks payable to Department of Labor & Industries. The annual fees are:

- Farm Labor Contractor . . . . . \$35
- Forestation/Reforestation . . . . . \$100

### ■ Tax Compliance Certifications

Before you send in your FLC application, you must complete Tax Compliance Certification forms to show that your business is current with federal and state taxes:

- IRS Tax Compliance Certification Form F700-098-000.
- IRS form 8821, which must be completed, signed and sent with the form above.
- Washington Department of Revenue form F700-100-000.
- Washington Department of Employment Security form F700-099-000.

These forms are available on the L&I website at [www.Lni.wa.gov/FormPub](http://www.Lni.wa.gov/FormPub).

**You must submit all of the above completed tax compliance certification forms, even if you do not plan to hire employees right now.**



### ■ Surety Bond (or other proof of financial security)

To ensure that workers' wages are paid, state law requires FLCs to have **one** of the following:

- Surety Bond: A bond obtained from any local insurance provider. Use form F700-066-000.
- Assignment of Account or Time Deposit. Use form F700-060-000.
- Cash deposit: The required amount is deposited with L&I.

These forms are available on the L&I website at [www.Lni.wa.gov/FormPub](http://www.Lni.wa.gov/FormPub).

The amount of the surety bond or deposit depends on the number of employees you wish to hire:

Number of Employees	Annual amount of required security
1-10	\$5,000
11-50	\$10,000
51-100	\$15,000
More than 100	\$20,000

### ■ Vehicle insurance

If you will be transporting workers, you must provide a Certificate of Insurance to L&I along with your application. Each vehicle used to transport workers must have the following minimum coverage:

- \$50,000 property damage per accident.
- \$100,000 injury or damage, including death, to any one person.
- \$500,000 injury or damage, including death, to more than one person.

### ■ Payroll Records

You must keep accurate records and provide them to L&I upon request. All workers must be paid at least the state minimum wage. Every payday, you must provide your workers with a written pay statement that itemizes the total payment and includes a description of each deduction made, the hours worked, rate(s) of pay and pieces, if paid on a piece-rate basis.

### ■ Worker information

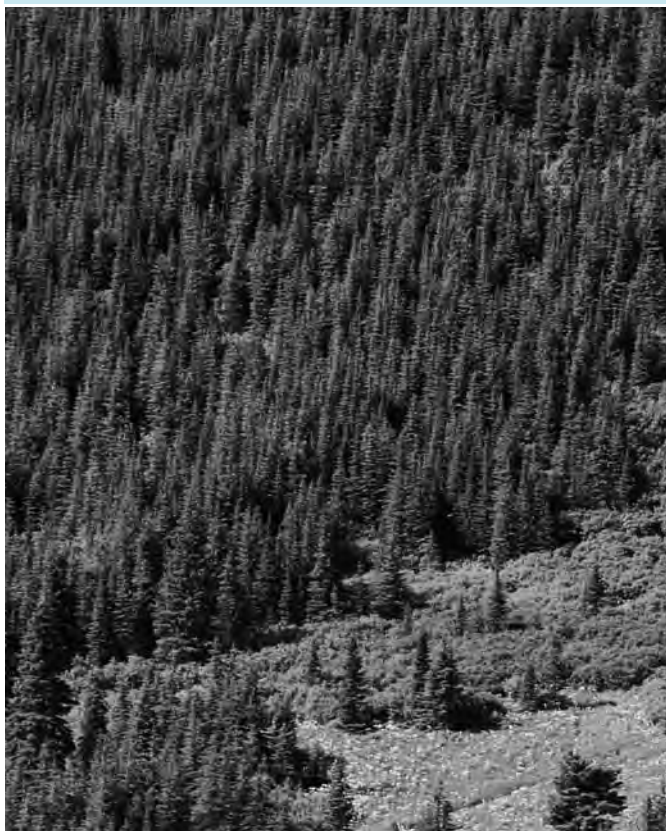
At time of hiring, you must give each worker a copy of a signed Agreement – Farm Labor Contractor and Workers form (F700-046-000). This form, which must be signed by the FLC and the worker, must explain the terms and conditions of employment in English and any other language common to the worker. You must also give the worker a copy of Contracted Farm Workers Rights information sheet. L&I will mail these forms to you with your approved license.

## Are there penalties?

Yes. An FLC license may be revoked, denied or suspended for failure to comply with the law. A violation of the Farm Labor Contractor Act is a misdemeanor, punishable by a maximum fine of \$5,000 or six months imprisonment, or both.

## Need more information?

Call or visit the nearest L&I office or the Farm Labor Contractor Supervisor at 360-902-4537 or email to [ESGENERAL@Lni.wa.gov](mailto:ESGENERAL@Lni.wa.gov).



*Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.*